

CITY OF TEMPE



Temporary Employment Opportunity

Tempe Center for the Arts | 700 W. Rio Salado Parkway, Tempe, AZ 85281 | (480) 350-2829

ADMINISTRATIVE ASSISTANT

TEMPE CENTER FOR THE ARTS

Opening Date: November 19, 2015
Closing Date: Open until the needs of the City are met.
Hourly Wage: \$14-\$16 per hour
Work Schedule: Monday- Friday, 12-18 hours or less per week, year round.

This is a Temporary Non-Benefitted Position.

Purpose:

To actively support and uphold the city's stated mission and values. To perform a variety of general clerical and administrative support duties for the Tempe Center for the Arts (TCA).

Experience and Training:

- Requires customer service experience and computer skills using Word®, Excel® and other programs specific to the TCA operation.
- Ability to follow established policies and procedures.
- Ability to understand and carry out oral and written directions.
- Ability to work independently while maintaining cooperative working relationships with public and staff.
- Six months general clerical experience including public contact desired.

Essential Job Functions:

Duties may include, but are not limited to, the following:

- Perform a variety of routine clerical tasks including filing, billing, verifying and recording information on records. Enter data and information into computer as necessary.
- Act as a receptionist; answer the telephone and serve the general public, provide general information on TCA, policies and procedures as required; refer telephone calls to appropriate TCA personnel.
- Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, recordings, forms, copy, notes, or verbal instruction.

- Assist with compilation of data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare simple statistical reports.
- Process personnel, payroll and purchasing information/requisitions; order and maintain office supplies; resolve errors in orders received and on invoices.
- Perform record keeping for various funds and expenditures; maintain inventory records and other TCA files.
- Receive, sort and distribute incoming and outgoing correspondence.
- Accept payment of fees and record receipt of payments as a part of cash handling chain of responsibility.
- May maintain and control petty cash fund.
- Maintain calendars and schedules of activities, meetings and various events; set meetings and appointments; coordinate activities with other City departments, the public and outside agencies; coordinate travel arrangements.
- May attend meetings, take minutes and transcribe as necessary.
- Perform related duties as assigned.

Applicant Requirements:

- Successful completion of selection process
- Completion of background investigation
- Verification of identity/work authorization.

SUBMIT APPLICATION TO:
City of Tempe
Tempe Center for the Arts
700 W. Rio Salado Parkway
Tempe, Arizona 85281

For questions, please contact:
Don Fassinger / TCA Manager
(480) 350-2881 and/or don_fassinger@tempe.gov

An equal opportunity/reasonable accommodation employer